



Student Attendance Policy and Procedures

Student

Version: 2.0 19 April 2021

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2 Introduction

The Education Act (ACT) (2004), requires schools to ensure that individual students meet certain attendance standards.

This includes mandatory attendance for students between 6 and 17 years of age, on all designated school days, unless exemptions are applicable.

Registers of Enrolment, and Daily Attendance, of all students at the school must be maintained. The primary goal of the School's attendance procedures is the well-being and quality education of all students.

2.1 *Christian rationale*

Covenant Christian School exists to partner with parents in educating their children. The School undertakes this role with great respect, understanding that this responsibility and authority also comes from God.

Whilst regular attendance at school is essential to assist students to maximise their potential, the School has a duty of care for students during school hours. The register of attendance is an important tool to ensure the whereabouts and safety of all students enrolled at the school, and to give an account to their parents. It allows the School to pursue its program of complete education, appropriate welfare and discipline for the student, and pastoral care that may extend to the family.

Encouraging regular attendance is a core school responsibility. Procedures for the accurate record of daily attendance, and follow-up of absences, assist the school to fulfill its responsibilities to students and their families, to the state government, and to God.

Whatever you do, work at it with all your heart, as working for the Lord, not for human masters, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving. Colossians 3:23-24

Vision:

In dependence on God's grace, Covenant Christian School will nurture and equip students with a heart to glorify God by serving Him and living according to His Word.

Mission:

Covenant Christian School is a safe, caring and loving community. In partnership with parents we cultivate Christian character in our students and equip them to joyfully serve God and contribute positively to society.

This will be achieved through a Christ-centred approach where the gospel is central. God's Word is applied to all areas of learning and experience. Students and staff are challenged, encouraged and supported to love learning and pursue excellence to the glory of God.

3 Purpose of this document

This document sets out the policy of Covenant Christian School to:

- Monitor and encourage regular student attendance
- enable the School to exercise its duty of care and pastoral obligations towards students, and
- fulfil its legal responsibilities.

4 Organisational Scope

This policy is School-wide.

5 Definitions

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

PCSchool:	The Covenant Christian School student management system software package. This includes absence recording functionality.
Late Note:	A form produced by the Office denoting that the student has reported to School after 8:50 AM.
School Liaison Officer	The ACT Directorate of Education and Training official who is responsible for liaison with the non-government school sector.

6 Who must comply

Responsibilities	Evidence of Compliance
Principal	
Maintain a Register of Enrolments using the full name of each student	PCSchool Administrative System
Maintain an Attendance Register in a form approved by the Minister using students unique identifiers, documenting absences; kept available for inspection	PCSchool records
Ensure procedures for a safe environment and pastoral care for students	Policies – WHS; Welfare; Student Pastoral Management (Discipline); Attendance
Ensure procedures which:	Student Attendance Procedures manual
- Monitor daily attendance	Class rolls; notes; Certificates of Leave
- Identify and follow up absences	Enrolment Pack; parent information nights; newsletters; website; Student Code of Conduct, Parent Handbook
- Inform staff; students and parents of attendance requirements	Staff Handbook; PD week; staff meetings
- Inform School staff of attendance requirements	Letters to parents
- Follow procedural fairness guidelines in all circumstances	
Implement procedures to encourage parents to help parents to encourage their children to attend School regularly. Where necessary, refer parents and students to support services when usual procedures are unsuccessful in encouraging attendance	Emails, letters and phone calls to parents, notes in PCSchool
	Filed notes; PCSchool
Ensure procedures to grant leave of absence; and maintain records	Filed copies of Leave Applications; Certificates; reason for declining leave
Inform School Liaison Officer of attendance problems/ issues	PCSchool; Filed correspondence
Business Manager	
Overview of attendance registers; administrative procedures; Staff training	Class rolls; PCSchool; procedural review; Staff meetings
Maintenance of records	PCSchool
Front Office	
Follow up unexplained absences	Daily Check Unexplained Absences List
Report patterns of significant absences	Significant Absences List
Ensure that the ACT Government Student Transfer Register is updated in a timely manner when students transfer to or from CCS.	On-line ACT Student Transfer Register updated.
Comply with procedures for recording transfer of students to and from the School and another school, including the use of the student's unique identifier.	ACT School Transfer Register
Director of Studies	
Enforce current procedures; Follow up welfare	PCSchool records; secure confidential files on server
Staff training	staff meetings, PD Weeks
Contact parents for student welfare & missed schoolwork	PCSchool; DoS files on server

Teachers

Daily attendance rolls; Follow up notes

Class rolls; PCSchool

Pastoral care of students

Teacher records; PCSchool comments

Front Office Staff

Maintain rolls & update PCSchool records; receive notes; communicate to staff

Attendance records; notes from parents

Update School Transfer Register.

ACT School Transfer Register

Chaplain

Pastoral care of students

PCSchool where appropriate

Parents

Ensure their school-aged child attends School

Enrolment Conditions of Enrolment

Explain absence of child within 7 days

Filed notes; PCSchool annotations of verbal or SMS or email.

Notify the school in advance of any exceptional leave

Website; filed records; PCSchool; emails

7 Policy

The School will:

- (a) Maintain an accurate Register of Enrolment including the full name of each student who attends the School.
- (b) Maintain a Register of Daily Attendance for every day that the School is open for attendance.
- (c) Update the ACT Government Student Transfer Register in a timely manner using the student's unique identifier.
- (d) Maintain procedures to record attendance and absences accurately.
- (e) Maintain procedures to grant leave.
- (f) maintain procedures to ensure that students enrolled at Covenant Christian School attend the School as they are able.
- (g) Maintain procedures to assist parents to encourage their children to attend the School regularly.
- (h) Maintain procedures for a safe environment and pastoral care for students.

Covenant Christian School will ensure that Students at the School are required to be in attendance each day that the School is in operation. Students absent from the School are required to provide a reason (from their parents) either by telephone, eform or by email or in writing, signed and dated, for their absence upon his/her return. Parents are requested to send an eform or telephone the School (on 6294 2455) before 8:50am if their child is going to be absent.

Any change to a child's routine must be by a note to the teacher or by telephone to the School Office, otherwise normal routine will be followed.

Students arriving late to the School (after 8.50am) must report to the Office for a late note before proceeding to class. Prior to 9.00am, students will be given a coloured Late Note for the teacher to note on the electronic roll.

Each morning, the roll is taken by the Class Teacher or Head of House who marks the electronic rolls for each class.

The School receptionist, or other delegated person, will make every effort to contact parents if a student has an unexplained absence from the School – this is usually done within 60 minutes of the rolls being marked each day.

Parents seeking to take their child out of class for an appointment – e.g. visit the dentist, etc. in school hours, must report to the Office and sign out their child before the event.

Primary lessons commence at 8:50am and end at 3:15pm.

Secondary lessons commence at 8:50am and end at 3:15pm.

8 Procedures to encourage attendance

8.1 Referral to support services

The principal must refer parents and children to support services that encourage children to attend school regularly if the School, the School Chaplain and parents have not been able to encourage attendance.

If a student enrolled has not been attending School regularly, the Principal may, by written notice, require the student's parents and the student to meet with an authorised person (non-government) from the Education Department at a stated place and time.

9 Legislative Compliance

The School is required to manage its policy documentation within a legislative framework. The legislation directing this policy is the:

Education Act 2004 (ACT) [link](#)

10 Approval Agency

The Principal.

11 Policy Sponsor

Business Manager

Ext 103

12 Contact Person

The following person may be approached on a routine basis in relation to this policy:

Business Manager

02 6294 2455